



# CHURCH OF THE REDEEMER BAPTIST

## Administrative Work Request Form

Please complete this form and submit it to the Administrative Office.

Date Submitted: \_\_\_\_\_ Ministry: \_\_\_\_\_

Date Office Received: \_\_\_\_\_ Ministry Leader: \_\_\_\_\_

Requested Completion Date: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
*Subject to office workflow.*

Daytime Phone: \_\_\_\_\_

Describe material: title and # of pgs: 1. \_\_\_\_\_ Number of pgs: \_\_\_\_\_  
*(Limit 3 similar jobs per request form)*

2. \_\_\_\_\_ Number of pgs: \_\_\_\_\_

3. \_\_\_\_\_ Number of pgs: \_\_\_\_\_

**Black & White Photocopying ONLY (SAMPLE MUST BE PROVIDED)** – allow up to 1 week

Number of copies: \_\_\_\_\_ Standard Paper: plain white copy paper

Other Paper (if available): *(circle)* card stock – cover stock Colored paper/card stock, glossy paper: to be provided with request

Layout: *(circle)* portrait – landscape Printed sides: *(circle)* single-sided – double-sided

Finishing: *(circle)* collate – staple – fold – 3-holes – cut

**Address Labels** – allow up to 1 week Describe job: \_\_\_\_\_ Sort

by: Zip Code (or) Gender: Men, Women, Couples, Singles, Youth, Children (or) Other: \_\_\_\_\_

Estimated number of needed: \_\_\_\_\_ *(will be filled in after job is completed)*

**Mail Processing** – allow up to 1 week Describe job: \_\_\_\_\_

Number of pieces: \_\_\_\_\_ Type of mail: business envelope, postcard, other \_\_\_\_\_

Type of postage: stamps (or) metered Mail up to 1 oz. requires .44¢ Total usage needed: \$ \_\_\_\_\_

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**BELOW FOR OFFICAL USE ONLY**

Approved by the Church Business Manager: \_\_\_\_\_ Date \_\_\_\_\_

Completed by an Administrative Assistant: \_\_\_\_\_ Date \_\_\_\_\_

Completed job placed in Ministry Mail Slot by: \_\_\_\_\_ Date \_\_\_\_\_

Ministry contacted and informed of completion: Date \_\_\_\_\_

### Administrative Staff Mission Statement

The Administrative staff of the Church of the Redeemer Baptist serves to accommodate people who utilize the services and facilities of the Church, by assisting each other to carry out the ministry and operations.